

# GAGE COUNTY EXTENSION

## Position Description



Division/Department	Gage County Extension
Location	Beatrice, NE 68310
Job Title	Office Manager
Reports to	Extension Educators
Type of Position: Full-time	Hours: 40/week including minimal, seasonal nights and weekends

### GENERAL DESCRIPTION

Serve as office manager and team member for Nebraska Extension in Gage County. Perform clerical duties including, but not limited to, creating and maintaining documents in Microsoft Office suite and cloud-based programs, designing eye-catching promotional flyers, bookkeeping, maintaining office records both digitally and in print, assisting clientele locate information and overseeing 4-H program enrollments and deadlines. Ensure the office operates in a smooth, efficient and professional manner. Support Gage County Fair and other Extension activities, as assigned.

### SPECIFIC JOB RESPONSIBILITIES

#### *General*

- Attend required professional development events
- Assist the Extension Educators with clerical duties and program planning
- Assume the responsibility of other duties as necessary
- Keep up to date information and materials (print and digital)
- Open and close office promptly each business day
- Order and keep inventory of for sale items
- Maintain equipment inventory
- Properly assist telephone and walk-in customers
- Update mailing lists regularly
- Update Gage County Extension website as needed
- Use appropriate computer and cloud-based programs for correspondence, reports, flyers, news releases, newsletters, program covers, etc
- Develop and design online Extension newsletter

#### *4-H*

- Develop and design online 4-H newsletter and mail paper versions to families
- Process all 4-H program registrations and fees
- Keep accurate records of required statistical data
- Keep up-to-date on current state and local 4-H policy, rules, and regulations
- Maintain an accurate inventory, order, and distribute 4-H manuals and materials
- Maintain an accurate record of Gage County 4-H Council members, agendas and minutes
- Maintain enrollment and project records using 4H Online for 4-H members and volunteers
- Send correspondence to 4-H families, volunteers, and 4-H Council members
- Assist with other marketing materials and flyers for 4-H as needed

#### *County and State Fair*

- Annually update Gage County Fair Book
- Enter and log District/State Horse Show and State Fair entries and exhibits
- Enter appropriate data and help administer the fair management computer program
- Prepare superintendent's notebooks
- Prepare show programs
- Develop signage elevating 4-H's presence at the County Fair
- Other assistance at the fair as needed

#### *Financial Management*

- Assist with depositing money in the bank and reconcile bank statements
- Keep accurate records and receipts of all for-sale items
- Maintain records which satisfy audit requirement for 4-H, Gage County & Extension
- Prepare monthly and annual financial reports
- Submit claims
- Maintain shadow accounts for Extension accounts

#### *Extension Board*

- Maintain an accurate record of Extension Board members, agendas and minutes
- Send correspondence to Extension Board members

## DESIRED QUALIFICATIONS

Some post-secondary education with coursework in accounting, business, marketing or related field and experience in the development and delivery of promotional materials or flyers and newsletter formatting. Excellent organizational skills and attention to detail. Knowledge of Microsoft Suite and other computer programs, and web-based and cloud-based programs. Ability to multi-task. Team oriented.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college coursework in accounting, business administration or office management or related field or any equivalent training and experience that provides the desired knowledge, skill and ability.

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties, assignments and/or responsibilities.*

**To apply by April 1, 2020 please contact Workforce Development in Beatrice at  
402-223-6060**